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Chief, Management Staff

24 July 1959

Chief, Records Management Staff

Weekly Report for week ending 22 July 1959

1. Contributions

a. Tangible

- (1) Received at the Records Center 334 cu. ft. of inactive records from seven offices. Over one-fourth of this volume was from EM/P.
- (2) Destroyed at the Center 243 cu. ft. of records leaving 639 cu. ft. to be burned. A total of 131 cu. ft. of space has been gained since 1 January by the disposal or consolidation of finished intelligence materials.
- (3) Completed ten new and 13 revised forms.
- (4) Deleted two forms.
- ✓ (5) Prevented the purchase by Graphics Register Division of mechanized card filing equipment which would have cost from \$875 to \$1,150. Equipment costing only \$134 was bought.

b. Intangible

- ✓ (1) Recommended further refinements in Personal Record Questionnaire form and evaluated the Employee Suggestion that prompted improvements in these forms. Savings of over \$4,000 are expected from this suggestion.

2. Assignments - Active

a. Forms

- (1) Fourteen new and 17 revised forms in process.
- (2) Teletype Dissemination Information Reports and Systems.
- (3) Revision of Dispatch Forms.

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- (4) **Improved Management of Stocked Forms.** Corrective action has been taken to prevent failures to provide [redacted] with negatives of forms to be reproduced by the stations. Establishment of other overseas forms supply points similar to [redacted] is being promoted.

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- (5) **Uniform Information Report.**

- (6) **New Building Project.** The fading of color codes on construction workers' badges was corrected by a varnish developed by the Bureau of Standards.

- (7) **Agency Chain Envelope.**

- (8) **Expediting Printing of Information Reports.**

- (9) **Revision of Courier Receipt and Log Record, Form 240.** Final draft of the revision is being coordinated.

- (10) **Improvement in Quality of Information Reports Production.**

b. **Shelf Filing**

- (1) **Office of Personnel.**

- (2) **Contact Division** [redacted]

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[redacted]
[redacted]
[redacted] Floor plan, records and equipment inventory, and an estimate of records expansion requested from field office.

- (3) **Office of Security.**

- (4) **OCR.**

- (5) **OTR.**

A&E Staff - No change.

Operations School - Area plan approved by Security. OTR is selecting the best shelving plan based on an expected 30% to 50% reduction in records volume.

c. **Filing Systems**

- (1) **FBIS.**

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d. Records Control Schedule

- (1) Executive Registry (Revised)
- (2) FI Staff (New)
- (3) New Building Site (New) - Schedule typed and being coordinated.

Inventory started.

e. Special Projects.

- (1) Revision and Reorder of Overnight Storage Boxes.
- (2) DD/P Support Records.
- (3) Predecessor Agency Records.
- (4) Revision of Training Material to be used by OER.
- (5) Demonstrator File on Subject-Numeric System.
- (6) DD/P Trainees. Training in records disposition commenced with a full week assignment at the Records Center.
Trainees assisted

f. Vital Records

- (1) Chairman of the DD/I Vital Materials Committee, has also been appointed OER VM Officer. This will simplify working relations with OCB on VM matters.

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